



December 14, 2009

Agency Secretaries

Subject: Updated Guidance on Continuity Planning

In 2006, the Governor signed Executive Order S-04-06, which required state agencies and departments to use guidance promulgated by the Office of Emergency Services to update their continuity plans. This "good business practice" has been affirmed by the incorporation of continuity planning into the Nation Incident Management System (NIMS) and California's Emergency Plan.

In 2007-2008, the federal government issued new continuity guidance to address many of the lessons learned from catastrophic events such as the attacks of September 11, 2001, and Hurricane Katrina in 2005. More recently, the outbreak of influenza (H1N1) that began in Mexico this spring raised the specter of a global pandemic. State agencies are advised to update their Continuity Plans to make certain they address the various challenges that could arise from a possible human pandemic.

To enhance California's existing continuity program and better prepare state agencies, the California Emergency Management Agency (Cal EMA) incorporated some of the new concepts from the federal program into a revised continuity guide, the *California Continuity Planning Guidance and Plan Template*. The elements of a viable continuity capability for the State of California are described. These elements, along with the coordination of state, local, territorial and tribal governments and the private sector, are critical to establishing and maintaining a comprehensive and effective continuity capability.

To assist you, the *California Continuity Planning Guidance and Plan Template* is included with this letter. In the Guide there is a list of the changes in the revised state continuity program, summaries of the new federal continuity documents, and a description of the new self-certification program for state agencies and departments that will begin in 2010.

If your department Continuity Plan is currently up to date, plan to incorporate this revised Guide as a valuable resource in the regular course of maintaining your continuity planning program documents.

In further support of a robust State Continuity Program, Cal EMA has also updated its continuity web page (www.calema.ca.gov) to include helpful guides, tools, best practices, news about upcoming training opportunities, and links to assist agencies with the maintenance of their continuity plans.

If you have any questions please contact Assistant Secretary Tina Curry at (916) 845-8506, or your staff may contact Tim Wilson, State Planning and Support Unit Manager, at (916) 845-8795.

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Secretary